

San Juan County Online Voters' Guide and Printed Local Voters' Pamphlet Administrative Rules for 2011 Candidates

(amended April 12, 2010)



San Juan County Elections
55 Second St., Suite A
PO Box 638
Friday Harbor, WA 98250-0638
360/378-3357
elections@sanjuanco.com

Elections website: <http://wei.secstate.wa.gov/sanjuan/Pages/default.aspx>



Important dates

Candidate filing week: June 6 through June 10, 2011

Last day for candidates to withdraw: June 16, 2011

Special 3-day filing period (if necessary): June 15 through June 17, 2011

Primary: August 16, 2011

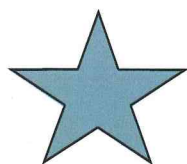
Voters' Guide and Local Voters' Pamphlet submission deadlines

All candidates who wish to have a statement and photograph appear in the online Voters' Guide and Local Voters' Pamphlet must submit material to the San Juan County Elections Office **no later than 4:30 p.m. on Monday, June 27, 2011** in order to ensure inclusion in the guide and pamphlet.

Voters' Guide and Local Voters' Pamphlet proof copies

The Elections Office will deliver statement and photography proofs to candidates by June 30, 2011.

General Election: November 8, 2011



General information for candidate statements and photographs appearing in the 2011 online Voters' Guide and the printed Local Voters' Pamphlet

An online Voters' Guide will be published for the Primary. An online Voters' Guide and a printed Local Voters' Pamphlet will be published for the General Election.

The printed Local Voters' Pamphlet will be published and distributed in conjunction with the Washington State General Election Voters' Pamphlet and will be mailed by the Secretary of State's Office during the week ballots are mailed to the voters—October 17-21, 2011.



General guidelines for writing candidate statements

Length

Candidate statements will be limited to 150 words. Candidates are responsible for observing this limit. ***Please manually count the number of words in your statement.*** Some computer programs do not use the same counting method as the San Juan County Elections Office. All material in excess of the word limit, counting from the beginning of the statement, will be omitted. If such a deletion creates an incomplete portion of a sentence at the end of the statement, that incomplete sentence will be omitted. There is ***no exception*** to these limitations.

Contact information

The candidate's name, address, telephone number, e-mail and/or website address, and the office and position for which he or she is running should appear at the top of the statement. This information is not included in the word count.

Content/basis for rejection

Any statements by a candidate should be limited to statements about himself or herself. The Elections Supervisor will reject any statement that contains any obscene, vulgar, profane, scandalous, libelous, or defamatory matter. The Elections Supervisor will also reject any language which in any way cites, counsels, promotes or advocates hatred, abuse, violence and/or hostility toward, or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship, sexual orientation, or any language or matter the circulation of which through the mail is prohibited by federal law.

Style

All statements will be set as a single paragraph. Lists of items that require multiple indentations, bullets, or numbered lists are not permitted.

Emphasized words and phrases

Words, phrases and sentences that are italicized, underlined, capitalized, or emphasized in some other manner will be typeset in italics. We recommend that candidates avoid such exaggerations since they reduce the readability of the statement.

Punctuation, numbers, and email/URLs

Hyphenated words will count as two words (e.g., "user-friendly"); numbers will count as one word (e.g., "1,000,000" or "1 million"); two words with a slash between them will count as two words (e.g., "public/private"). Candidate email addresses and campaign website URLs will only be displayed in the contact information area and are not allowed in the statement text.

Presentation format

Candidates are encouraged to submit their statements and photographs electronically (email or CD). All statements not submitted electronically must be clearly legible. The Elections Office will not be responsible for errors due to illegibility. Submissions on paper should be typed, double-spaced, on white 8½ x 11 inch paper. Submissions by electronic media should be composed in Microsoft Word or in the body of an email.



General guidelines for candidate photographs

Currency of Photograph

Candidate photographs may not be more than five years old. If desired, the Elections staff will take voter pamphlet photographs of the candidates during filing week. Candidates may arrange to have the Elections staff take their photograph at another time. Candidates will have the opportunity at the time their picture is taken digitally to approve their photograph. There is no charge by the Elections Office for candidate photographs.

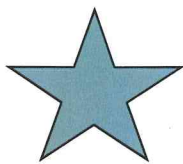
Content

Photographs must only be of the head and shoulders of the candidate. Any photographs not meeting this requirement will be cropped to show just the head and shoulders. It is recommended that you use a light (not white) background. This will produce the best contrast when printed.

No photograph submitted for inclusion in the voters pamphlet may reveal clothing or insignia suggesting the holding of a public office. Examples of such clothing or insignia include, but are not limited to, judicial robes, law enforcement or military uniforms, official seals or symbols similar thereto other than the flag of the state of Washington, or other similar indicia of public office. (WAC 434-381-140) Any photographs that reveal clothing, uniform or insignia suggestive of holding public office, or that of any organization that advocates or teaches racial or religious intolerance, are prohibited.

Presentation Format

Candidates may submit photographs in electronic or paper form. Digital photographs should be either .jpg or .tif format and be submitted by email or on CD. Paper photographs should be glossy prints, either color or black and white, not smaller than 3 x 5 inches nor larger than 5 x 7 inches. Color photographs are recommended. Color photos can be placed in the online Voters' Guide and reformatted to grayscale for the Local Voters' Pamphlet.



Candidate statement and photography submissions

Editing of statements

In a publication of this magnitude, it is inevitable that the material submitted for publication may contain some inadvertent errors in spelling, punctuation or syntax that could adversely affect the readability of the statement and improperly reflect on the candidate. The Elections Supervisor may correct such incidental errors as long as this does not affect the content of the statement. The Elections Office is not obligated, however, to make such corrections and will assume no responsibility for errors which result from inaccuracies in the original statement submitted by the candidate.

Unacceptable statements and appeal process

The Elections Supervisor is required to reject any statement that is libelous or otherwise inappropriate. If any portion of a candidate's statement is rejected, only that rejected portion may be re-written and submitted for inclusion in the final statement.

Candidates will be notified in writing or by email by the Friday following the submission deadline if their statements, or any portions thereof, have been rejected due to containing what the Elections Supervisor believes are libelous statements or otherwise inappropriate material. Candidates will have until the day following the notice to do one of the following:

1. Appeal that determination to the County Auditor, citing reasons why the candidate believes that the statement is not libelous or otherwise inappropriate; or
2. Resubmit a re-written statement for the portion found objectionable.

The County Auditor shall consider any appeals. After consideration of the Elections Supervisor's written notice and the candidate's appeal statement, the County Auditor will make a final determination.

Proof copies

To ensure maximum accuracy in the publication of these statements, the Elections Supervisor will mail or email a proof copy of the statement to the candidate at the address listed on their statement submission form by the Friday following the submission deadline. The Elections Office assumes no responsibility for providing a proof copy for statements submitted without a return address. Candidates will not be permitted to amend the content of their original statement after a proof has been provided. Only the correction of incidental errors in spelling, punctuation or syntax in the original statement or errors in typesetting will be allowed.

Submissions may be delivered electronically

Electronic submissions may be mailed or delivered on CD, or they may be emailed to elections@sanjuanco.com. Please attach the name of the candidate to CDs and/or photos, or state the candidate's name in the subject line for email submissions. Please include only the final version of your statement and photo.

Submissions may be mailed to

San Juan County Elections
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PO Box 638
Friday Harbor, WA 98250-0638

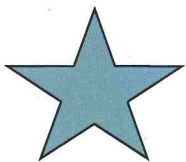
**Submissions may be delivered to the Elections Office Monday through Friday,
8:00 a.m. to 4:30 p.m.**

55 Second St., Ste. A
Friday Harbor, WA 98250
(Across Second Street from the San Juan County Courthouse)

**Fees**

No fee shall be charged for submitting material to be included in the Voters' Pamphlet.

The cost of the Local Voters' Pamphlet shall be considered an election cost to those local jurisdictions included in the pamphlet, and the cost shall be prorated in the manner provided in RCW 29A.04.410. (RCW 29A.32.270)

**Public viewing of statements**

After the official deadline for submission of statements has passed, the statements are subject to viewing by the public. Statements become public record and are available upon request from the Elections Office after the submission deadline has expired.

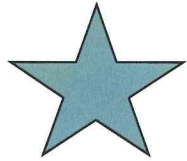
San Juan County Online Voters' Guide and Printed Local Voters' Pamphlet Administrative Rules for 2011 Ballot Measures

(amended April 12, 2010)



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Important dates

Primary: August 16, 2011

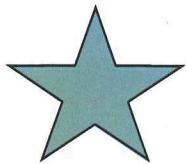
Deadline to file a resolution to place a measure on the Primary ballot: May 24, 2011

Deadline to submit ballot measure explanatory and advocacy statements for the Primary online Voters' Guide: June 10, 2011 (17 days following the deadline for submission of the resolution)

General Election: November 8, 2011

Deadline to file a resolution to place a measure on the General Election ballot: August 16, 2011

Deadline to submit ballot measure explanatory and advocacy statements for the General Election online Voters' Guide and printed Local Voters' Pamphlet: September 2, 2011 (17 days following the deadline for submission of the resolution)

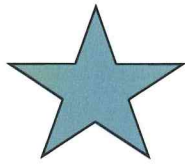


General guidelines for ballot measure statements for the online Voters' Guide and/or Local Voters' Pamphlet

Ballot measure statements

Ballot measures for districts that are included in the San Juan County Local Voters' Pamphlet shall consist of the following:

1. The official ballot title of the measure;
2. A neutrally-worded explanatory statement prepared by the Prosecuting Attorney for any county measure or by the attorney for the jurisdiction submitting the measure if other than a county measure; and
3. Statements of advocacy committees for and against approval of the measure.

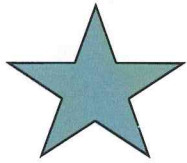


Guidelines for district's attorney explanatory statements

The attorney for the district submitting the ballot measure, or the Prosecuting Attorney for the County, shall prepare and submit to the Elections Office a statement for inclusion in the online Voters' Guide and/or Local Voters' Pamphlet. The statement shall consist of the following three parts:

1. The official ballot title of the measure,
2. A neutrally-worded statement explaining the law regarding the ballot measure as it currently exists; and
3. A neutrally-worded statement describing the fiscal effect that the ballot measure will have if it passes.

The explanatory statement shall be prepared in clear and concise language and avoid the use of legal and other technical terms insofar as possible. The deadline for submission of the district attorney's statement shall be the same as the deadline for submission of advocacy committee statements.



Guidelines for pro and con advocacy statements

Arguments advocating the approval or disapproval—preparation by committees

For each measure from a unit of local government that is included in a Local Voters' Pamphlet, the legislative authority of that jurisdiction shall, not later than forty-five days before the publication of the pamphlet, formally appoint a committee to prepare arguments advocating voters' approval of the measure and shall formally appoint a committee to prepare arguments advocating voters' rejection of the measure. The authority shall appoint persons known to favor the measure to serve on the committee advocating approval and shall, whenever possible, appoint persons known to oppose the measure to serve on the committee advocating rejection. Each committee shall have not more than three members; however, a committee may seek the advice of any person or persons. If the legislative authority of a unit of local government fails to make such appointments by the prescribed deadline, the county auditor shall whenever possible make the appointments. (29A.32.280)

Length

Ballot measure advocacy statements will be limited to 200 words. Committees are responsible for observing this limit. ***Please manually count the number of words in your statement.*** Some computer programs do not use the same counting method as the San Juan County Elections Office. All material in excess of the word limit, counting from the beginning of the statement, will be omitted. If such a deletion creates an incomplete portion of a sentence at the end of the statement, that incomplete sentence will be omitted. There will be ***no exceptions*** to these limitations.

Contact information

The advocacy committee's name, the name of each committee member, and the primary contact person's address, telephone number, and e-mail and/or website address should appear at the top of the statement. This information is not included in the word count.

Content

The Elections Supervisor will reject any statement that contains any obscene, vulgar, profane, scandalous, libelous, or defamatory matter. The Elections Supervisor will also reject any language which in any way cites, counsels, promotes or advocates hatred, abuse, violence and/or hostility toward, or which tends to cause ridicule or shame upon any person or group of persons by reason of sex, race, color, religion or manner of worship, sexual orientation, or any language or matter the circulation of which through the mail is prohibited by federal law.

Style

All statements will be set in paragraph style. Lists of items that require multiple indentations, bullets, or numbered lists are not permitted due to space constraints.

Emphasized words and phrases

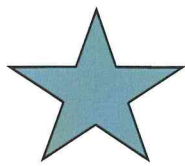
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Presentation format

Committees are encouraged to submit their statements electronically by email or CD. All statements not submitted electronically must be clearly legible. The Elections Office will not be responsible for errors due to illegibility. Submissions on paper should be typed, double-spaced, on white 8½ x 11 inch paper. Submissions by electronic media should be composed in Microsoft Word or in the body of an email.



Submissions of explanatory and advocacy statements

Editing of statements

In a publication of this magnitude, it is inevitable that the material submitted for publication may contain some inadvertent errors in spelling, punctuation or syntax that could adversely affect the readability of the statement and improperly reflect on the district or committee. The Elections Supervisor may correct such incidental errors as long as this does not affect the content of the statement. The Elections Office is not obligated, however, to make such corrections and will assume no responsibility for errors which result from inaccuracies in the original statement submitted by the district or advocacy group.

Unacceptable statements and appeal process

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District attorneys and committees will be notified in writing or by email within seven days of statement submission if their statements, or any portions thereof, have been rejected due to containing what the Elections Supervisor believes are libelous statements or otherwise inappropriate material. A district's attorney or a committee will have until the day following the Elections Supervisor's notice to do one of the following:

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Proof copies

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